



**US Army Corps  
of Engineers.**

# CONSTRUCTION BULLETIN

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**CEMP-E / CECW-E**

**Subject:** Construction Quality Management for Contractors

**Applicability:** INFORMATION

1. We have been requiring the contractors quality control manager to complete the course entitled "Construction Quality Management for Contractors," for the last five years. The certificate obtained for successfully completing the training was good for five years. We are approaching the time when some of the earliest certificates issued will be expiring. This means that those individuals will be required to retake the training.
2. There are some points about the training that can stand repeating. They are as follow:
  - a. The updated course has been coordinated with the Navy and they are using the same tape and student study manual to teach the course as the Corps. It has been determined that the Navy will accept the Corps certificates and the Corps will accept the Navy's certificates. A copy of the Navy certificate is enclosed for your information.
  - b. The instructor should be a **Corps employee** with solid experience in construction quality management, a thorough knowledge of the course material and preferably should have some experience in instruction. It may be suitable to use recently retired Corps employees, but their qualifications and experience level must remain up to date. If they have been retired over three years and have not somehow maintained a working knowledge of the rapidly changing policy and procedures in the Corps, they should not be considered as qualified.
  - c. To successfully complete the training the student must obtain a score of at least 70 on the post test. At the successful conclusion of training, contractor personnel will be given a certificate of completion. The completion certificate provided with the training package by Huntsville Training Division will be used. The district shall keep a record of all personnel trained by complete name, social security number, company and job title. This is necessary to confirm that an individual has had the training if he/she presents a certificate issued by a different district. The certificate should also contain the name and phone number of the district POC to make verification easier. This training certificate is good for five years and the expiration date should be included on the certificate. After that time the training must be retaken.

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d. In the event that a certified quality control manager is relieved of his/her duties due to unsatisfactory performance, the training certificate must be revoked by the district administering the contract. If his/her certificate was issued by another district, that district must be notified in writing that the certificate was revoked and for what reason. The training district should then annotate the records to show that the certificate was pulled for unsatisfactory performance. Thus, it is essential that a background check be made any time an individual presents a certificate from another district as evidence of having completed the required training.

e. All parties will receive the most benefit from the mutual understanding meeting if the Quality Control (QC) manager has had the required training before the meeting is held. It is therefore best if the district tries to preschedule the training based on their projected execution schedules. Partnering may demand individualized training for complex projects to accommodate contractors' needs and to facilitate development of the Corps/Contractor quality management team in a partnering process. Each QC manager shall be required to obtain the training within 90 days of the NTP if he/she does not have the required certification.

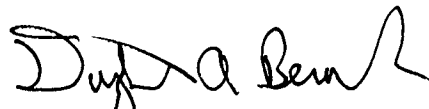
f. If the district cannot get participation from their local Association General Contractors (AGC)/Association Builders Contractors (ABC) organizations in sponsoring the training then we must provide it. The cost for this training should not be greatly different between districts. The contractor can be charged the cost of reproducing the student study guide and cost of classroom rental if government facilities are not available. If there are large differences, we normally hear about it through the AGC or directly from some of our contractors. We did not intend to infer in any way that the training should be done in a government facility. That decision is up to individual districts based on their own unique situations.

g. The course material will take about 12 hours to complete in a formal classroom situation allowing adequate time for student participation, pre and post tests, classroom breaks and lunch.

3. This Construction Bulletin has been coordinated with Office of the Chief Counsel (CECC-C). Suggestions for revision to the training and tape should be sent to HQUSACE, ATTN: CEMP-EC, 20 Massachusetts Avenue N.W., Washington, D.C. 20314-1000. My point of contact is Mr. Terry Wilford at (202) 761-8652.



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This is to certify that

has completed the training course

# Construction Quality Management For Contractors

given at \_\_\_\_\_

Location

on \_\_\_\_\_

Date

Facilitator \_\_\_\_\_

Issuing Official \_\_\_\_\_

This certificate expires five years from date of issue